

**CAPACITY BUILDING CONTRACT  
STATUS REPORT FOR OCTOBER 1, 2003  
THROUGH NOVEMBER 15, 2003**

**ACTIVITIES**

**General Activities**

- We met twice with Linda Walker to get background information regarding the buildings we will be working in. Councilmember Elrich also attended our second meeting and we discussed specific issues in his ward.
- We also participated in a tour of Mr. Elrich's ward, where he introduced us to certain residents that we may start working with.
- Set up phone mailbox so tenants can contact us.

**7513 Maple Avenue – (Edinburgh)**

- We had preliminary discussions with a small group of residents to determine if there were problems in the building and whether the tenants were interested in working with us. The tenants expressed interest and relayed some history of their dealings with the management company.
- We then met with the larger tenant group. The tenants acknowledged that the management company had made some repairs in response to their petition, but some problems still persisted. The most pressing problem articulated by the tenants was that the property manager treated the tenants very rudely and with much disrespect.
- The tenants decided to write a letter to the owner of the building to inform the owner of the problems in the building. We also handed out copies of the Landlord Tenant Handbook.
- Follow up phone calls were made to tenants and key contacts at the building.
- The resident manager was asked to not attend the tenant meeting. We explained to her that it would be a conflict of interest since she worked for the management company. At the time, she agreed to not attend the meeting, but the following day, the issue was raised by the property manager. Two days after the meeting, the owner called us, and they were very angry that we had met with the tenants. We discussed our goals for the program and agreed to all meet with Linda Walker. The meeting is set for November 24, 2003.

## **7611 Maple Avenue – Condominium Association**

- We met with the Board of the condominium association. Two owners expressed interest in the training program, and gave us their contact information. One of these owners was designated by the Board as our liaison.
- We e-mailed a follow-up message to these two owners with a list of potential training topics.

## **DELIVERABLES**

- Met twice with Linda Walker and twice with Councilmember.
- Spoke with tenant leadership of 7513 Maple Avenue – 15 tenants.
- Met with tenants of 7513 Maple Avenue – 35 tenants.
- Handed out 40 copies of the Landlord Tenant Handbook.
- Met once with condominium owners of 7611 Maple Avenue – 10 owners.
- Received 10 phone calls in our mailbox.

## **WHAT WE'VE LEARNED TO DATE**

In addition to sending introductory letters to tenants of the building, we will begin also sending letters to owners of the building. The purpose of the letter is to explain the benefits of the program to the owner. This may help to smooth relations with the owner, and allow us to work more efficiently in identifying problems in the building.

**CAPACITY BUILDING CONTRACT  
STATUS REPORT FOR NOVEMBER 16, 2003  
THROUGH DECEMBER 31, 2004**

**ACTIVITIES**

**7513 Maple Avenue – (Edinburgh)**

- On November 25, 2003 we met with Linda Walker and the owner of the building. We discussed the goals of the program and recounted some of the history of the building. We all agreed that it would be useful to meet with the tenants.
- On December 4, 2003 we met with the tenants and the owner. It was a long meeting, and at times it was tense. However, when it was over, the tenants felt that the owner has really listened to their concerns and that the owner understood that there were some problems that needed to be addressed in the building. Both the tenants and the owner agreed to work together on follow up steps, especially regarding security in the building.

**717 Sligo Creek Parkway**

- We met four times with the tenants in the building. The tenants had just received an offer of sale from their landlord with a third party contract. We explained the tenant purchase process, their rights under the tenant purchase statute, the role of a development consultant as compared to a developer, and the similarities and differences between different forms of ownership (cooperative vs. condominium).
- The tenants decided that they wanted to pursue a tenant purchase. They chose a name for their association, chose officers, registered with the city, and delivered a letter of interest to the landlord's real estate agent. They plan to interview two development consultants.

**8508-8510 Flower Avenue**

- We made initial contacts with tenants in the building with phone calls and door knocking, and then met with several leaders. The tenants decided that they wanted to create and register an association with the city. They created a steering committee. A meeting to sign the registration papers is set for January 14, 2004.

**636 and 657 Houston**

- We made initial contacts with tenants in both buildings with phone calls and door knocking. 636 has had an association in the past, but it is not

functioning now. 657 has not had an association in the past. We met with several individuals, but have not had a formal association meeting yet.

## **DELIVERABLES**

- Met with Linda Walker and the owner of 7513 Maple.
- Met with owner and tenants at of 7513 Maple – 35 tenants.
- Met 4 times with 717 Sligo tenants – 8-10 tenants at each meeting; began tenant purchase process.
- Met with tenants of 8508-8510 Flower – 20 tenants.
- Met with tenants of 636 and 657 Houston – 16 tenants.
- Handed out 30 copies of the Landlord Tenant Handbook.
- Received 15 phone calls in our mailbox.

## **WHAT WE'VE LEARNED TO DATE**

- The process of working with the owner was tense at first, but worked out well after we met with them.
- Tenants at 8508 Flower are willing to organize a Tenant Association.
- The TA at 636 Houston has been dormant for a while.
- People at 657 Houston are willing to meet with city organizers.